

Registrar / Community Relations Position Description

POSITION	Registrar / Community Relations
CLASSIFICATION	PVCC Enterprise Agreement 2017-2019 Level 5
APPOINTMENT	Full time
LOCATION	Plenty Valley Christian College, Doreen
REPORTS TO	Principal

The Organisation

Plenty Valley Christian College (PVCC) is a K-12, coeducational Christian College of approximately 800 students. The College is located in a magnificent semi-rural setting. We are a member of Christian Education National (CEN) and as such are committed to the establishment of close partnerships with parents in the education and nurture of their children. PVCC students learn within an educational framework based on Biblical principles and we endeavour to develop a strong sense of community amongst the students, parents and staff. Every staff member plays a role in the pastoral care of the students.

The Person

Staff at Plenty Valley are selected on the basis of outstanding professional and personal qualities. Expectations include:

- a commitment to a relationship of faith and obedience to God, lived out both in personal and communal aspects of life – this would be evidenced by a clear understanding and acceptance of the redemptive work of Christ, a commitment to private and corporate prayer and Bible study, and regular involvement with a Christian church, community or fellowship group
- the ability to model the values and character qualities of biblical Christianity within the school community in line with the College's Statement of Faith and practice
- a demonstration of high standards of personal presentation, organisation, communication with other staff and parents, and in embodying the ethos and practices of the College
- a clear sense of calling and desire to fully embrace working within a Christian environment
- demonstrated community and customer focus attributes, including the ability to respond promptly and courteously to a diverse range of service needs in a helpful manner
- ability to manage time and prioritise tasks to achieve set outcomes
- demonstrated knowledge of computer skills, including Windows, Microsoft Office, internet and email and be eager to learn other office software
- ability to provide information to a culturally diverse public
- current working with children check (mandatory)

The Position

Primary Purpose

To oversee the enrolment process from first contact through to place in class and onto nurturing positive relationships within the community, with the utmost Christian integrity. The ideal candidate will bring the highest standard of customer service to families.

The Registrar is responsible for implementing the School's enrolment policies and accountable for the day to day management of student enquiries and enrolments. The Registrar is also responsible for contributing to the School's vision in relation to community development, marketing and promotion of the School.

Accountable to: Principal

Context

The position of Registrar / Community Relations Officer interacts closely with the Executive Team and Heads of Sub-School to oversee and further develop innovative enrolment strategies for the School. The Registrar is also expected to promote the School at various events, including expo opportunities, Open Mornings, Tour Opportunities and Information Sessions as required. Some out of hours work is expected.

Key Responsibilities (summary)

Key Responsibilities	Tasks Include
Enrolment	Manage all enrolment enquiries and processes.
Orientation	Orientation events, communication oversight including planning, reviewing, liaising with relevant staff, in conjunction with other Community Relations staff.
Student numbers	Manage class sizes and student details, reporting and data, in liaison with Deputy Principal.
Documentation & database management	Manage and administer all documentation and database entries for prospective, incoming, exiting and past students.
Compliance	Keep up to date with Government requirements regarding visas, enrolment legal requirements, temporary residents etc. including data reporting, and preparation of data for census reporting
Develop School strategies for future enrolments	Work with the Community Relations team to make recommendations to the College Executive regarding marketing and community building initiatives and events based on statistical data and other considerations.
Alumni	Conduct exit interviews and maintain and grow relationships with alumni.
Publications	As part of the Community Relations team, oversee the production of all publications to ensure a consistent overall image.

Events	As part of the Community Relations team, plan and promote whole College community functions/events.
Regular reporting on student statistics	Consistently maintain contemporary records of relevant enrolment information (trends and forecasts) and regularly report to the Executive.
Census reports for DEEWR, DEECD and ISV	With the Business Manager provide precise reporting of student enrolment, attendance numbers and family data to government and other authorities as required.
Other	<ul style="list-style-type: none"> • From time to time, the Registrar may need to assist the Administration team with appropriate tasks, based on work loads of the team and College requirements. • keep archival records of College community events • participate on committees for new College programs and initiatives

Qualifications & Experience

- relevant qualifications supported by the completion of relevant industry-based training or experience
- exposure to a similar work environment, especially schools is highly desirable
- record keeping, data entry, file and database management, office and clerical/administration experience
- experience organising and managing events to a high standard

Other Duties

It should be noted that this position description is not exhaustive and the Principal may, at their discretion, vary the responsibilities as operational situations, consistent with this position, change.